



POSITION DUTY STATEMENT

NAME Vacant	MCR I
CLASSIFICATION Research Data Specialist I	POSITION NUMBER 538-104-5742-XXX
WORKING TITLE GIS Specialist I	DIVISION/UNIT California Geological Survey Regional Geologic and Landslide Mapping Program
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST CATEGORY N/A

GENERAL STATEMENT: Under the direction of the Research Data Supervisor II (GIS) in the Regional Geologic and Landslides Mapping Program, the Research Data Specialist I provides GIS support for the Seismic Hazards Unit, the Forest and Watershed Geology Program, and the Mineral Resources Programs. Duties include, but are not limited to:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

- **ESSENTIAL FUNCTIONS**

- **40% Base Data Preparation**

- Independently researches, assesses, and prepares GIS compatible base maps and associated map layers. Conducts research on the availability and suitability of new base maps and makes recommendations for base map acquisition. Plans and performs base map preparation, digitizing, map feature labeling, thematic map preparation, and map/photo scanning. Researches, analyses, and transfers data into GIS compatible files.

- **35% Database Design and Development**

- Independently develops and designs GIS based mapping and database systems to analyze written and numerical data related to sources of geologic, geochemical, hydrogeologic, geomorphic, and resource data. Develops and evaluates queries and makes recommendations for additional digital databases required within CGS. Conducts technical research and provides advice regarding the use of software and data. Gathers and interprets data for database updates and maintenance. Works with project staff to identify GIS and database related problems and make corrections.

- **15% Map Publication and Development**

- Prepares maps for publication in both hard-copy and digital formats. Assists project geologists with preparation of maps and data tables needed for responses to internal and external requests for information on geologic, geologic hazard, resource, and land-use issues.

- **MARGINAL FUNCTIONS**

- **5% Software Training**

- Serves as a backup and provides training to CGS staff in the use of the GIS and related software. Attends meetings related to GIS issues with outside groups.

- **5% Administrative**

- Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

B. **SUPERVISION RECEIVED**

The Research Data Specialist I reports directly to and receives the majority of assignments from the Research Data Supervisor II (GIS); however, direction and assignment may also come from Supervising Engineering Geologists and Senior Engineering Geologists.

C. **SUPERVISION EXERCISED**

None

D. **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**

None

E. **PERSONAL CONTACTS**

The Research Data Specialist I routinely interacts with other CGS and DOC staff, federal, state and local agencies, and may include extensive public and professional contact. Contacts may be made via personal interaction, written correspondence, telephone, and/or email.

F. **ACTIONS AND CONSEQUENCES**

If these functions are not adequately performed, consequences may include, but are not limited to:

- CGS will not meet its legislative mandates to identify and classify mineral resources.
- Sub-standard job performance or errors in work may result in inaccurate spatial definition and classification of map layers and data products.
- Negative impacts to CGS's relationships with our state and federal partners and the public.
- Potential loss of contract funding significantly impacting program budget.

G. **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- This position works primarily in an office environment.
- The equipment used by this position are computers, printers and plotters.
- Sitting at a desk in the office during core office hours using a desktop computer, keyboard, mouse and monitor under non-natural lighting for prolonged periods of time is necessary.
- Moving about the office and standing or sitting during in-person meetings is also necessary.

- Travel via private or public transportation (i.e., automobile, airplane, etc.) inside California may be required.
- Occasional operation of state-owned vehicle to drive long hours to meetings.
- Occasional working extended hours to meet project deadlines and to attend meetings, on-site reviews, or training inside California.
- Occasional walking on minimally irregular surfaces at field-sites may be required.
- Post-earthquake, fire, or landslide emergency response may result in relocating to local or regional incident command centers in remote locations on short notice for long durations.

H. **TELEWORK**

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and Procedure

I. **OTHER INFORMATION**

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

Desired Qualifications:

- Specialized knowledge of GIS analytical techniques.
- Exercises sound judgment in analyzing situations and making logical decisions.
- Ability to communicate effectively (verbally/written).
- Ability to work independently and in a team environment.
- Ability to organize and prioritize multiple assignments.
- Ability to promote a positive working environment and relationships with others.
- Demonstrate good attention to detail and communicate effectively working as a member of a team or alone.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Signature	Employee Printed Name	Date
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date
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